

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

AJM-74

ORD 1075-64

28 May 1964

MEMORANDUM FOR: Logistics Services Division, OL

SUBJECT: Justification for Additional Filing Cabinets

1. The Office of Research and Development requests that two, 5-drawer, and one, 2-drawer, filing cabinets be furnished as soon as possible.

2. Special, highly sensitive, material will be stored in two, 5-drawer, filing cabinets in the ORD secure room, 1D0402. The 2-drawer filing cabinet will be used by a new employee in the immediate office of the Acting Assistant Director of ORD.

3. The material mentioned above must be stored in a safe within a secure room for security reasons. At this time there are no safes available to ORD which can be moved to the secure area. The expansion of work due to the increase of staff in the office of the AAD/ORD necessitates the request for an additional 2-drawer filing cabinet.

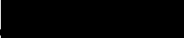
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